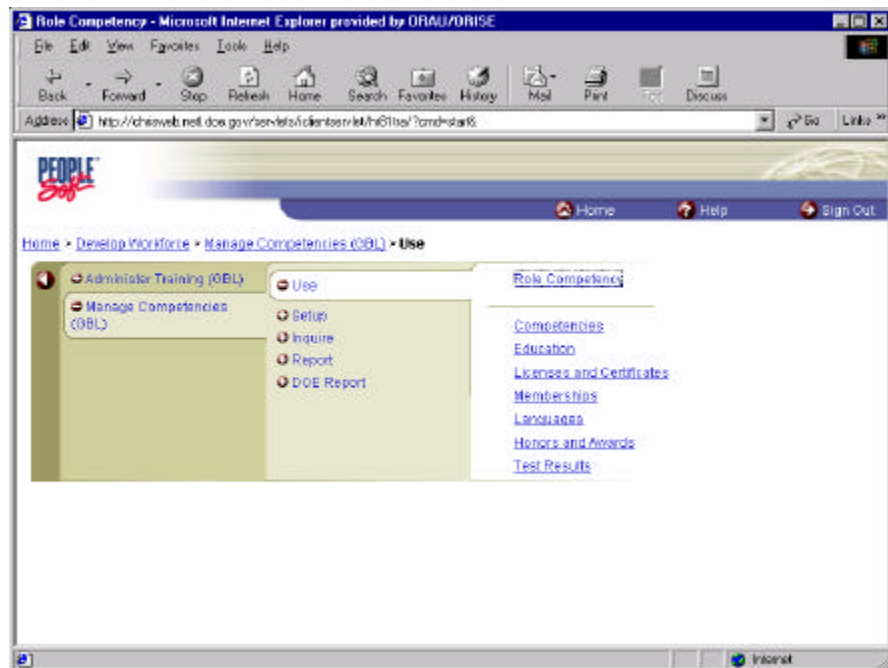


**Assigning
Additional
Competencies to a
Position**

Occasionally, additional competencies must be added to a position and an individual's record (due to new requirements for the position). In order to track the history of the competencies assigned, it is necessary to establish a new position profile.

Note: If a position has had competencies assigned to it follow the following steps. If this is the first time competencies are being assigned to a position, see "Initial Assignment of Competencies to a Position" section of this manual.

1. At the "Home" screen, click on "Develop Workforce."
2. Click on "Manage Competencies (GBL)."
3. Click on "Use."
4. Click on "Role Competency."



The “Role Competency” screen is displayed.

5. Enter the position number in the “Position Number” field and press the “Search” button.

The “Role Competency” screen is displayed.

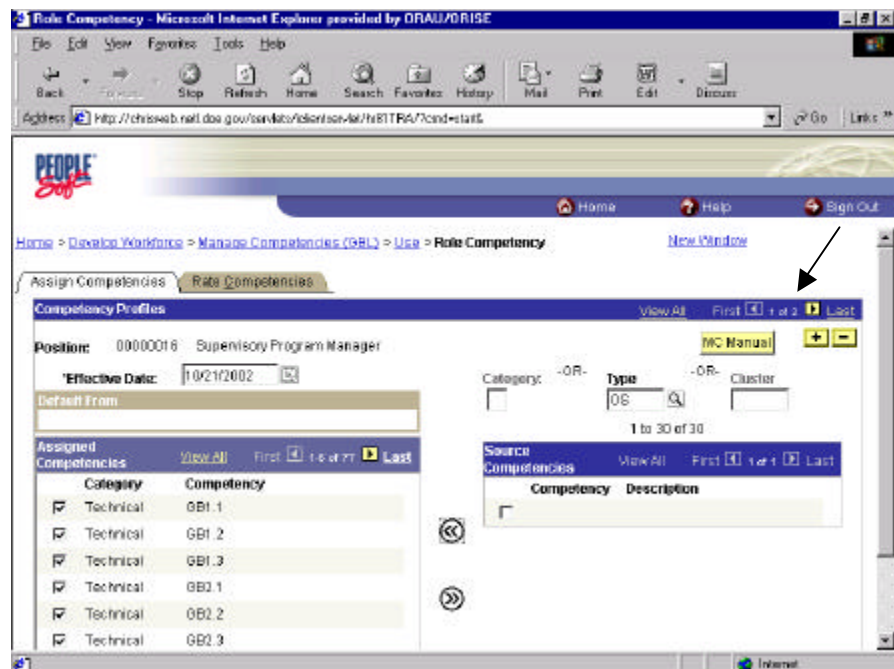
6. Click on the  sign to insert a row.

7. Enter the new effect date by clicking on the calendar.

Note: You can now assign competencies to the position by following “Initial Assignment of Competencies to a Position” (page 14).

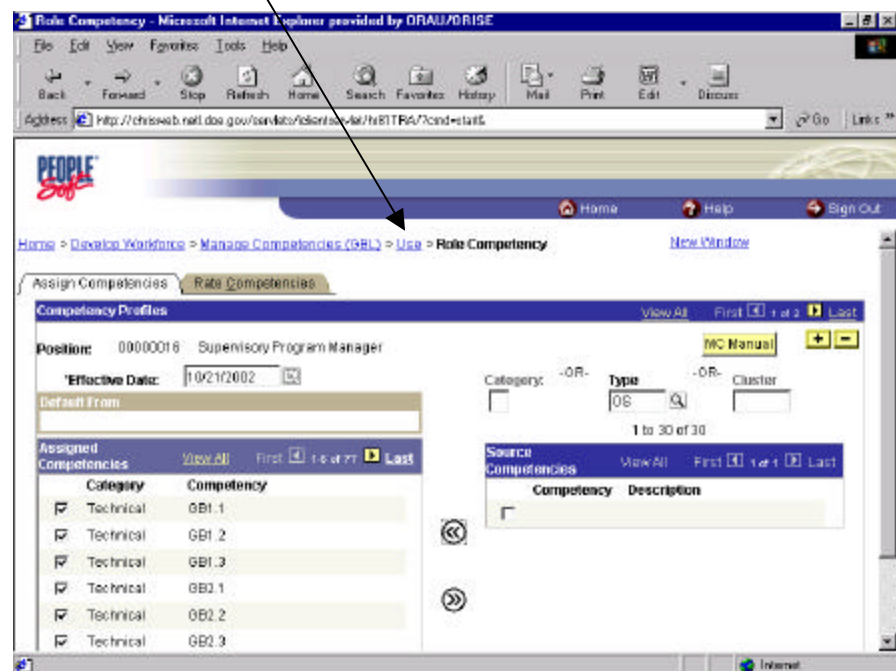
8. Click on the “Save” button.

Note: The task bar on the “Competency Profiles” now indicates that there is more than one profile established for this position.

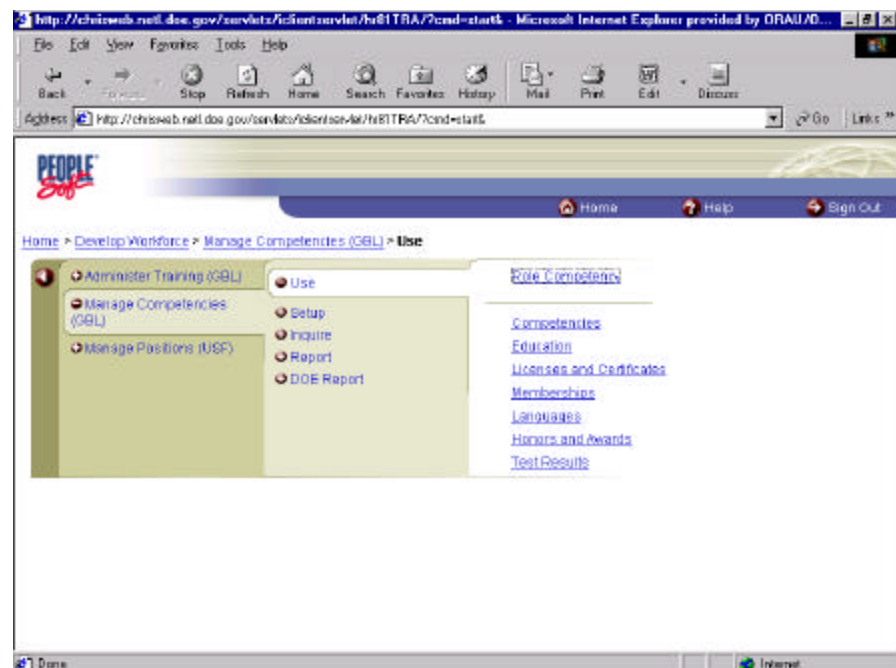


To assign the new profile and competencies to the employee:

9. Click on “Use.”



The “Use” screen is displayed.



10. Click on “Competencies.”


The “Find an Existing Value” screen is displayed.

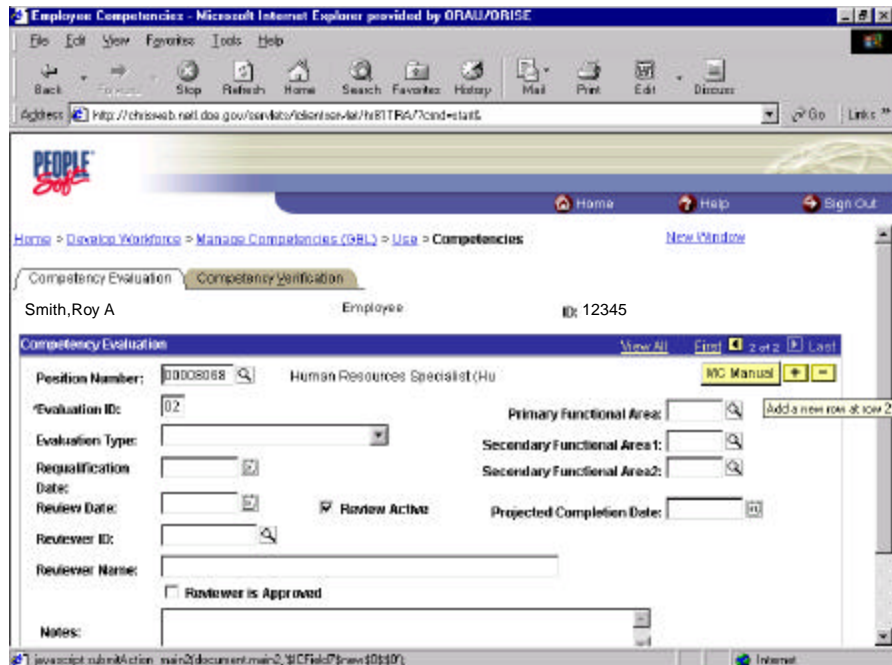
The screenshot shows a web browser window titled "Employee Competencies - Microsoft Internet Explorer provided by ORAU/ORISE". The address bar shows a URL from chesweb.netl.doe.gov. The page has a header with the PEOPLE Soft logo and navigation links for Home, Help, and Sign Out. Below the header is a breadcrumb trail: Home > Develop Workforce > Manage Competencies (GRL) > Use > Competencies. The main section is titled "Competencies" and "Find an Existing Value". It contains a form with the following fields: EmpID (with the value 12345), Name, Last Name, Department SetID, Department, Alternate Character Name, and Personnel Status. There is a "Case Sensitive" checkbox and three buttons: "Search", "Clear", and "Basic Search".

11. Enter the employee ID in the “EmpID” field and click the “Search” button.

The “Competency Evaluation” screen is displayed.

The screenshot shows the "Competency Evaluation" screen in the PEOPLE Soft system. The browser window title is "Employee Competencies - Microsoft Internet Explorer provided by ORAU/ORISE". The address bar shows the same URL as the previous screenshot. The page header includes the PEOPLE Soft logo and navigation links for Home, Help, and Sign Out. The breadcrumb trail is: Home > Develop Workforce > Manage Competencies (GRL) > Use > Competencies. The main section is titled "Competency Evaluation" and "Competency Verification". It displays the employee name "Smith, Roy A" and ID "12345". The "Competency Evaluation" section includes a table with the following fields: Position Number (08851800), Employee Development Specialist, Evaluation ID (01), Evaluation Type, Qualification Date, Review Date, Reviewer ID, Reviewer Name, Reviewer is Approved, Primary Functional Area (IT), Secondary Functional Area 1, Secondary Functional Area 2, and Projected Completion Date. There are also buttons for "View All", "First", "Previous", "Next", and "Last".

12. Click on  sign to add a new “Evaluation ID.”



Employee Competencies - Microsoft Internet Explorer provided by ORAU/DRISE

Home > Develop Workforce > Manage Competencies (GRL) > Use > Competencies

Competency Evaluation

Smith, Roy A Employee ID: 12345

Position Number: 00008088 Human Resources Specialist (Hu)

Evaluation ID: 02

Evaluation Type: [Dropdown]

Qualification Date: [Date Picker]

Review Date: [Date Picker] ☒ Review Active

Reviewer ID: [Text]

Reviewer Name: [Text]

Primary Functional Area: [Text] Add a new row at row 2

Secondary Functional Area 1: [Text]

Secondary Functional Area 2: [Text]

Projected Completion Date: [Date Picker]

Notes: [Text Area]

View All First 2 of 2 Last

Note: The Evaluation ID number 02 has been established and the “Competency Evaluation” tool bar shows 2 of 2 evaluations.

13. Click on the “Competency Verification” tab.

The “Competency Verification” screen is displayed.



Employee Competencies - Microsoft Internet Explorer provided by ORAU/DRISE

Home > Develop Workforce > Manage Competencies (GRL) > Use > Competencies

Competency Verification

Smith, Roy A Employee ID: 12345

Evaluation ID Type: 02 Position Number: 00008088

Competency	Eff Date	Date	Year Acquired	Proficiency	Target Date (MNCCH)	Verified By	Years of Experience
OR0000- Mgmt CFB 1.1	10/21/2002	02	02	Good			
OR0000- Mgmt CFB 1.2	10/21/2002	02	02	Good			
OR0001- Mgmt CFB 1.3	10/21/2002	02	02	Good			

View All First 2 of 2 Last

Add a new row at row 2

Save Return to Search

Competency Evaluation | Competency Verification

Note: The most recent profile with an effective date displays first. To review the previous profile click on “View All” or the “First” button.

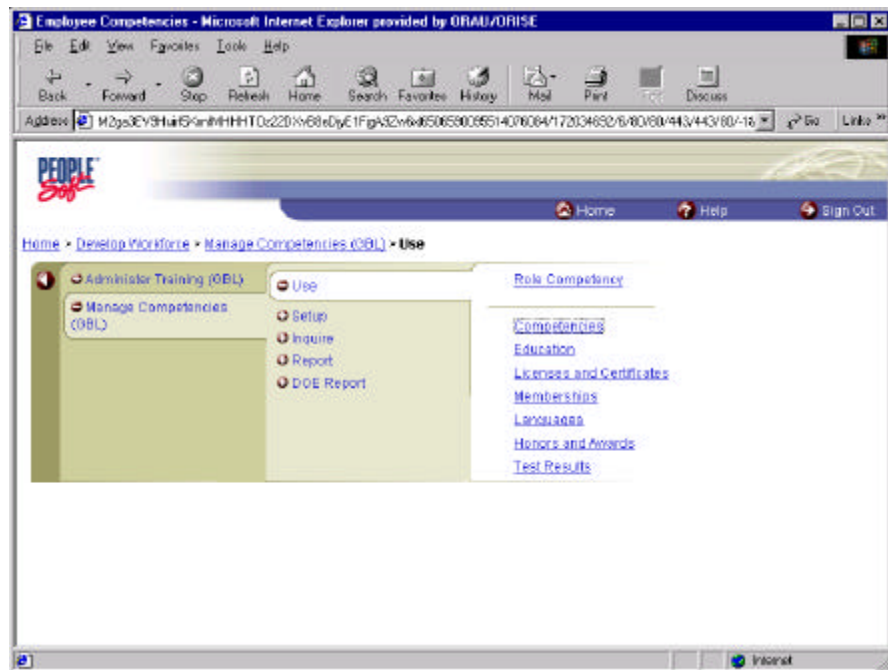
Each time a new profile is added to the position, a new “Evaluation ID” must be established in the employee record.

**Assigning
Additional
Competencies to
an Individual**

There are situations when it is desirable to add competencies to the employee's record without assigning them first to the position.

To assign additional competencies to an individual:

1. At the "Home" screen, click on "Develop Workforce."
2. Click on "Manage Competencies (GBL)."
3. Click on "Use."
4. Click on "Competencies."



The “Find an Existing Value” screen is displayed.

The screenshot shows a web browser window titled "Employee Competencies - Microsoft Internet Explorer provided by ORAU/DRISE". The address bar shows a long URL. The page has a header with the "PEOPLE Soft" logo and navigation links: Home, Help, and Sign Out. Below the header is a breadcrumb trail: Home > Desktop Workforce > Manage Competencies (GBL) > Use > Competencies. The main heading is "Find an Existing Value". The form contains the following fields: EmpID (text), Name (text), Last Name (text), Department SetID (text with a search icon), Department (text with a search icon), Alternate Character Name (text), and Personnel Status (dropdown). At the bottom of the form are three buttons: Search, Clear, and Back Search.

5. Enter the employee's last name in the “LastName” field and click on “Search.”

The “Competencies” screen is displayed.

The screenshot shows the "Competency Verification" screen. The breadcrumb trail is: Home > Desktop Workforce > Manage Competencies (GBL) > Use > Competencies. The main heading is "Competency Verification". Below the heading, it displays "Smith, Roy A" as the employee name and "12345" as the employee ID. The form contains the following fields: Position Number (text), Position (text), Evaluation ID (text), Evaluation Title (text), Requalification (text), Review Date (text), Reviewer ID (text), Reviewer Name (text), Reviewer to Approve (checkbox), Review Action (checkbox), Primary Functional Area (text), Secondary Functional Area 1 (text), Secondary Functional Area 2 (text), and Projected Completion Date (text). At the bottom of the form are two buttons: Back and Return to Search. Below the form are two links: Competency Evaluation and Competency Verification.

6. Click on the “Competency Verification” tab.

The “Competency Verification” screen is displayed. If more than one “Competency Profile” exists, select the appropriate profile.

Employee Competencies - Microsoft Internet Explorer provided by UH/HV/HSE

Address: http://chweb.nsl.doe.gov/vars/competency/verify/competency

Home - Desktop Workflows - Manage Competencies (JRL) - User - Competencies

Competency Evaluation | Competency Verification

Smith, Roy A Employee ID: 12345

Competency Verification

Evaluation ID Type: 01 Position Number: 884444

View All (1) 1 of 4

Competency	Eff Date	Date	Year Acquired	Proficiency	Target Date (MM/CCYY)	Verified By	Years of Experience
001.1	001.1	0002/2002	02	02	0002		
001.2	001.2	0002/2002	02	02	0002		
001.3	001.3	0002/2002	02	02	0002		
002.1	002.1	0002/2002	02	02	0002		
002.2	002.2	0002/2002	02	02	0002		
002.3	002.3	0002/2002	02	02	0002		
002.4	002.4	0002/2002	02	02	0002		

Click Return to Search

Competency Evaluation | Competency Verification

7. Click on the far right arrow (▶) to view the last record.

Employee Competencies - Microsoft Internet Explorer provided by UH/HV/HSE

Address: http://chweb.nsl.doe.gov/vars/competency/verify/competency

Home - Desktop Workflows - Manage Competencies (JRL) - User - Competencies

Competency Evaluation | Competency Verification

Smith, Roy A Employee ID: 12345

Competency Verification

Evaluation ID Type: 01 Position Number: 884444

View All (1) 12 of 12 of 12

Competency	Eff Date	Date	Year Acquired	Proficiency	Target Date (MM/CCYY)	Verified By	Years of Experience
004.2	004.2	0002/2002	02	02	0002		
004.4	004.4	0002/2002	02	02	0002		
004.5	004.5	0002/2002	02	02	0002		
004.6	004.6	0002/2002	02	02	0002		
004.7	004.7	0002/2002	02	02	0002		
004.8	004.8	0002/2002	02	02	0002		
004.9	004.9	0002/2002	02	02	0002		

Click Return to Search

Competency Evaluation | Competency Verification

8. Click on the + to add a row.

A blank row is displayed as the last record.

Employee Competencies - Microsoft Internet Explorer provided by UHRA/HRSS

Address: http://chicweb.nsl.doe.gov/services/competency/verify/competency.asp

Home | Help | Sign Out

Home > People > Manage Competencies (CBL) > View > Competencies

Competency Evaluation | Competency Verification

Smith, Roy A Employee ID: 12345

Competency Verification

View All | 1 of 1 | 1 of 1

MC Menu

Competency	Eff Date	Date	Year Acquired	Proficiency	Target Date (MM/DD/YY)	Verified By	Years of Experience
000.1	000.1	0002/0002	00	00	0000		
000.2	000.2	0002/0002	00	00	0000		
000.3	000.3	0002/0002	00	00	0000		
000.4	000.4	0002/0002	00	00	0000		
000.5	000.5	0002/0002	00	00	0000		
000.6	000.6	0002/0002	00	00	0000		

Save | Return to Search

Competency Evaluation | Competency Verification

- Enter the competency number or click on the magnifying glass to the right of the “Competency.”

The “Lookup Competency” screen is displayed.

Employee Competencies - Microsoft Internet Explorer provided by UHRA/HRSS

Address: http://chicweb.nsl.doe.gov/services/competency/lookup/competency.asp

Home | Help | Sign Out

Home > People > Manage Competencies (CBL) > View > Competencies

Competency Evaluation | Competency Verification

Lookup Competency

Competency:

Description:

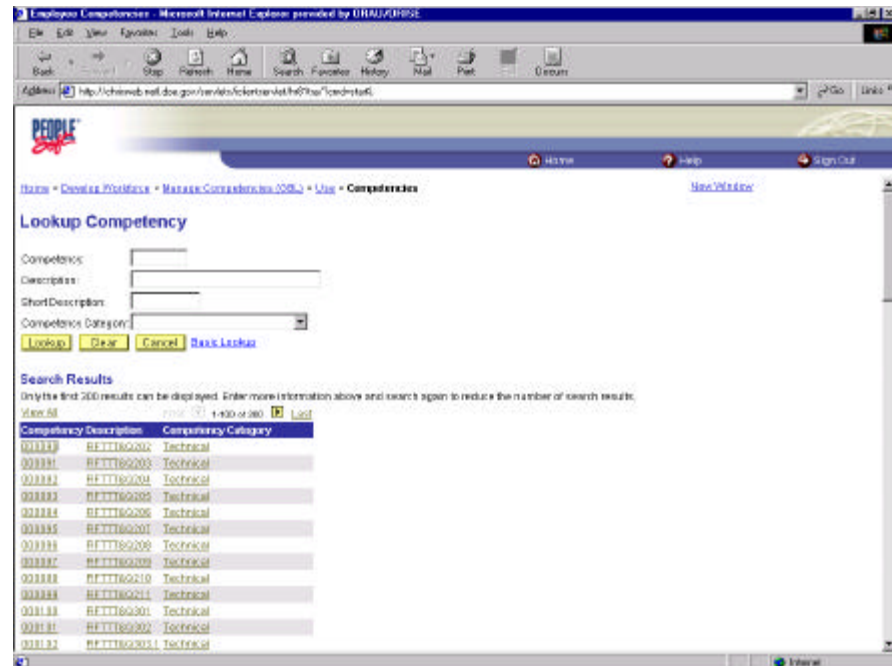
Short Description:

Competency Category:

Lookup | Clear | Cancel | Back Lookup

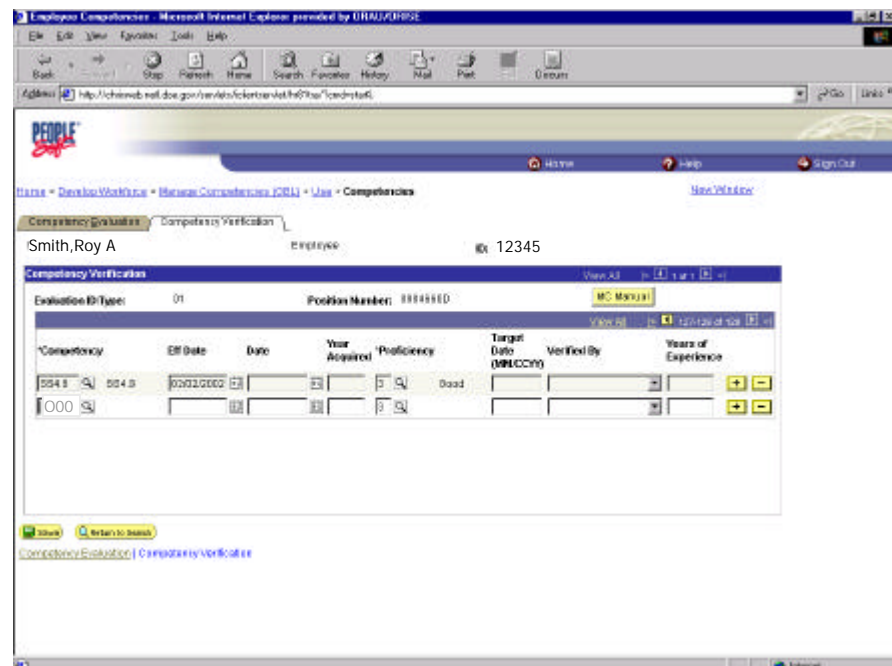
10. Click on the “Lookup” button.

A list of competencies is displayed.



11. Select the appropriate competency.

The competency number is displayed in the “Competency” field.



Continue adding competencies by following steps 8-11.

Employee Competencies - Microsoft Internet Explorer provided by UH/HU/HHSSE

Address: http://chicweb.net.doe.gov/verinfo/competverinfo/competverinfo

Home Help Sign Out

Name: [Demo/Workforce](#) • [Manage Competencies \(JCR\)](#) • [User](#) • [Competencies](#)

Competency Evaluation Competency Verification

Smith, Roy A Employee ID: 12345

Competency Verification View All 12345 of 12345

Evaluation ID Type: 01 Position Number: 8845555 MC Menu

*Competency	Eff Date	Date	Year Acquired	Proficiency	Target Date (MM/CCYY)	Verified By	Years of Experience
884.6	884.6	0002/0002	02	02	Good		
884.7	884.7	0002/0002	02	02	Good		
884.8	884.8	0002/0002	02	02	Good		
884.9	884.9	0002/0002	02	02	Good		
000							
000							
000							

Save Return to Search Add a new row at row 133

Competency Evaluation Competency Verification

Internet

- Click on the “Save” button when all the competencies have been added.

Employee Competencies - Microsoft Internet Explorer provided by UH/HU/HHSSE

Address: http://chicweb.net.doe.gov/verinfo/competverinfo/competverinfo

Home Help Sign Out

Name: [Demo/Workforce](#) • [Manage Competencies \(JCR\)](#) • [User](#) • [Competencies](#)

Competency Evaluation Competency Verification

Smith, Roy A Employee ID: 12345

Competency Verification View All 12345 of 12345

Evaluation ID Type: 01 Position Number: 8845555 MC Menu

*Competency	Eff Date	Date	Year Acquired	Proficiency	Target Date (MM/CCYY)	Verified By	Years of Experience
000							
000							
000							
000							
000							

Save Return to Search Add a new row at row 133

Competency Evaluation Competency Verification

Internet